



**BUSINESS TAX DIVISION**  
**OFFICE OF THE TREASURER & TAX COLLECTOR**  
**CITY AND COUNTY OF SAN FRANCISCO**

Street Address: 1 Dr. Carlton B. Goodlett Place, Room 140, San Francisco, CA 94102  
Mailing Address: P.O. Box 7425, San Francisco, CA 94120-7425

SUSAN LEAL  
Treasurer

GEORGE PUTRIS  
Tax Administrator

**TYPE "A" EXEMPTION CERTIFICATE**  
**HOTEL / MOTEL TRANSIENT OCCUPANCY TAX**  
**FEDERAL, STATE OF CALIFORNIA, OR LOCAL GOVERNMENT AGENCIES**

TO: \_\_\_\_\_  
(Name of Hotel or Motel)

ADDRESS: \_\_\_\_\_  
(Number & Street) (City) (Zip)

This is to certify that I, the undersigned, am a representative or employee of the Federal, State of California Government Agency indicated below; that the charges for the occupancy at the above establishment on the dates set forth below have been, or will be paid for by the applicable agency or by me, by use of an approved government credit card or government check, or by my personal check and that such charges are incurred in the performance of my official duties as an employee of such government agency.

EMPLOYEE'S NAME: \_\_\_\_\_

EMPLOYEE'S ADDRESS: \_\_\_\_\_

EMPLOYEE'S TELEPHONE #: (\_\_\_\_\_) \_\_\_\_\_

<u>COMPANY / PERSONAL CREDIT CARD</u>	<u>CARD NUMBER</u>	<u>EXPIRATION DATE</u>
AMEX	_____	_____
MASTER CARD	_____	_____
VISA	_____	_____
_____	_____	_____

DATES OF OCCUPANCY: \_\_\_\_\_ AMOUNT PAID: \$ \_\_\_\_\_

AGENCY: FEDERAL AGENCY \_\_\_\_\_ STATE OF CALIFORNIA AGENCY \_\_\_\_\_ LOCAL AGENCY \_\_\_\_\_

NAME OF AGENCY: \_\_\_\_\_ TEL. #: (\_\_\_\_\_) \_\_\_\_\_

**I HEREBY DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING STATEMENTS ARE TRUE AND CORRECT:**

Executed at: \_\_\_\_\_ (City), California

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY HOTEL OPERATOR/STAFF**  
(Attach any of the following: Government Agency calling card/Agency Letter/Agency Identification card)

*I hereby certify that the attached item presented by the above government employee was verified.*

\_\_\_\_\_  
Print Hotel Employee's Name Hotel Employee's Signature Date